

ROUTINE AND TRANSMITTAL SLIP

To: (Name, office symbol, room number, Building, Agency/Post)

	Initials	Date
1. <i>DD/DOA</i>	<i>[Signature]</i>	25 FEB 1968
2. <i>ADA</i>	<i>[Signature]</i>	28 FEB 1968
3. <i>DOA</i>	<i>[Signature]</i>	28 FEB 1968
4.		
5.		

Action	File	Note and Return
Approved	File Attached	For Conversation
As Requested	For Correction	Proper Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposes, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

Approved For Release 2008/03/26 : CIA-RDP85B01152R000200270023-4

TRANSMITTAL SLIP		DATE	
TO:			
DDA			
ROOM NO.		BUILDING	
2100		Bldg 8	
REMARKS:			
Attached is some background information.			
FROM: D/ODP			
ROOM NO.		BUILDING	
2100		Bldg 8	

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

STAT

Approved For Release 2008/03/26 : CIA-RDP85B01152R000200270023-4

DD/A Registry
83-0565

ODP 83-268

25 FEB 1983

REGISTRY
18-3

NOTE TO: Executive Director

FROM: Director of Data Processing

Chuck:

I am following up on [] initiative to get you into IBM's "Chief Operating Officers' Seminar." IBM informs us that it has space in a 16-19 May running in San Jose. If this date is open for you and you are still interested, let me know and we will make the arrangements with IBM. A seminar brochure is attached for your information.

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Attachment: a/s

ODP [] (22 February 83)

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Distribution:

Original - Addressee
1 - DDA
2 - ODP
2 - ODP/Registry

83-0565

1500 1400
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ROUTING AND RECORD SHEET

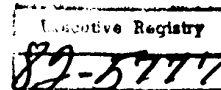
SUBJECT: (Optional)				
FROM: <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> ←		EXTENSION	NO.	
Director of Data Processing 2D00 HQS			DATE 30 AUG 1982	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. <i>EXDIR</i> 7E12 HQS	01 SEP 1982 10 SEP 1982		<i>adB</i>	<u>Thanks:</u> I am interested but will put on the shelf. I need to get up to speed on several Agency components/activities first.
2. EXDIR				
3. EXO				
4. D/OOP	3 SEP 1982	9/3	J	
5.				
6.				
7.				3-4
8.				I'd ask IBM to let us know the next time it is offered.
9.				Good. Plus
10.				
11.				
12.				
13.				
14.				
15.				

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30 AUG 1982

NOTE TO: Executive Director
FROM: D/ODP

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1. When we were briefing you on ODP, we got the impression that you might be interested in participating in one of IBM's customer executive programs in order to gain an updated picture of the state-of-the-art data processing. I attach a copy of the agenda for the program which we think would be most suitable. The next running of this program, which is conducted twice a year, is on November 15-18, 1982. Attendance is by invitation, but an invitation can be arranged if you are interested.

2. The agenda is for the "Chief Operating Officers' Seminar." Another possibility would be "Chief Executive Officers' Class" and I also attach the page from the IBM catalog which describes this course. I think you will agree that the CEO class is less suited to your interests.

3. Please let me know if you would like us to pursue this further with IBM, either for November or for a later date.

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Chief Operating
Officer Seminar

San
Jose

IBM

IBM NATIONAL ACCOUNTS DIVISION
CUSTOMER EXECUTIVE PROGRAM - SAN JOSE, CALIFORNIA
CHIEF OPERATING OFFICER SEMINAR

EXECUTIVE AGENDA

MONDAY

MANAGEMENT CHALLENGES IN DATA PROCESSING
EVOLUTION OF DATA PROCESSING TECHNOLOGY
PROCESSORS AND LANGUAGES
STORAGE SYSTEMS CONCEPTS
SYSTEM CONTROL PROGRAMS

TUESDAY

INFORMATION SYSTEMS PERSPECTIVE
DATA BASE CONCEPTS
DATA COMMUNICATIONS CONCEPTS
ON-LINE CLASSROOM/EXECUTIVE PRESENTATION SYSTEM
DISTRIBUTED DATA PROCESSING CONCEPTS
IBM INFORMATION SYSTEMS DEMONSTRATION

WEDNESDAY

INFORMATION SYSTEMS PLANNING
INFORMATION SYSTEMS JUSTIFICATION
MANAGING INFORMATION SYSTEMS DEVELOPMENT
INFORMATION CENTER CONCEPT
OFFICE SYSTEMS/PROFS DEMONSTRATION
DATA SECURITY
SENIOR MANAGEMENT CONCERNS - EVENING
SESSION (OPTIONAL)

THURSDAY

INFORMATION SYSTEMS ORGANIZATION AND PERSONNEL
MANAGEMENT RESPONSIBILITIES

Chief Operating Officer Seminar

San
Jose

IBM

The seminar has a two-fold purpose: First, to enhance the executive's understanding of data-based information systems, and second, to examine the role of the executive in establishing direction for data processing to assure goal congruency with business objectives. Several techniques to facilitate that role will be reviewed. Additionally, a background in computer concepts will be provided.

- . Management Challenges in DP develops the data processing evolutionary pattern and highlights the management and organizational issues to be addressed in the growth of DP and the effect on the organization.
- . Evolution of Data Processing Technology/Processors and Languages reviews the technological evolution, its impact on data processing capabilities and price/performance. It also provides an overview of computer functions, programming principles, and programming languages.
- . Storage Systems examines card, tape, disk, and mass storage media comparing their processing characteristics, economics, and future trends.
- . System Control Programs explains the role of system software in managing the resources of today's complex computing system.
- . Information Systems Perspective presents the role, obstacles, and need for interrelated information systems to help executives manage resources.
- . Data Base Concepts develops the concepts, the impact on the organization, and identifies the critical role for the executives in achieving success.
- . Data Communication Concepts explores the use of communication systems for collecting and retrieving data in an information systems environment.
- . On-Line Classroom/Executive Presentation System provides an experience in the value of information systems.
- . Distributed Data Processing Concepts presents the advantages and disadvantages of centralized, decentralized, and distributed approaches.
- . IBM Information Systems Demonstration shows operational and management control systems that support the decision-making process.
- . Information Systems Planning represents a structured top-down approach that assures congruence of DP activities in support of the long-range business plan.

- . Information Systems Justification discusses classes of benefits and methods for identification and presentation.
- . Managing Information Systems Application Development describes the role of the executive in successful implementation of a major I/S system.
- . Information Center Concept describes an easy-to-use DP capability that enables end users to selectively satisfy their information needs.
- . Office Systems identifies the issues related to and the potential benefits of office systems technology. A manager's use of the professional office system will be shown.
- . Data Security presents the issues related to the protection, accuracy, and control of data.
- . Senior Management Concerns addresses overall effectiveness of the DP function, DP budgets, and other related topics as specified by the attendees.
- . Information Systems Organization and Personnel presents organization and personnel issues including DP organization and reporting, data base administration, steering committee, and related issues.
- . Management Responsibilities emphasizes the requirements of top executive direction to make effective use of the DP resource.

Executive Educa

X9836 Chief Executive Officers' Class 2-3
 X9834 Chief Operating Officers' Seminar 2-3
 Y7500 Computer Aided Graphics for Executives 2-4
 X9603 Data Processing Executive Institute - Intermediate Systems 2-4
 REX49 Data Processing Executive Institute - Large Systems 2-4
 REX03 Distributed Systems Executive Institute 2-5
 RISDB Executive Information Systems 2-5
 X9604 Executive Information Systems/Intermediate 2-6
 REX75 Executive Information Systems Briefing 2-7
 REX70 Executive Strategy Session 2-7
 RIMXX Information Systems for Industry Executives 2-7
 W9902 Information Systems Planning 2-8
 Y9826 President's Seminar for Data Processing Executives 2-8

Chief Executive Officers' Class [X9836]

Classroom: Three and one half days **Tuition:** None

Course Abstract: The Chief Executive Officers' Class is designed to provide top management with the grasp of data processing knowledge needed for proper direction of Information Systems efforts. The value of Information Systems is discussed and related to the management considerations necessary to achieve successful system implementation.

Audience: Chairman, Vice Chairman or President of a large enterprise. The CEO Class is specifically designed to serve the information needs of chief executives who do not possess data processing backgrounds. The issues addressed are appropriate for a cross-industry group of executives whose organizations are large users of IBM systems (3000 series). This program is the premier offering of the Poughkeepsie Education Center, once each year.

Course Topics: Presentations will include: Processors and Languages ... Storage Systems and System Control Programs ... Management Reporting Systems ... Information Systems Perspective ... Data Base Concepts ... Information Systems Case Studies ... Data Communication Concepts ... Distributed Data Processing ... Business Planning ... Management Challenges ... Information Systems Planning ... Application Development ... Presentation Graphics Office Systems ... A View of the Future.

Note: Attendance at this class is by invitation only. Application must be made to the Poughkeepsie Customer Executive Education Program for enrollment consideration.

Customer Executive Education Program for enrollment consideration.

Chief Operating Officers' Seminar [X9834]

Classroom: Four days (Sunday evening to Thursday noon)

Tuition: None

Course Abstract: The first portion of the seminar reviews basic computer concepts to establish a common level of knowledge and a foundation for following topics. The remainder (and emphasis) of the material develops the executive's understanding of data-base information systems and defines the executive's role in information systems planning and development. Understanding is reinforced through hands-on management decision simulation workshop and demonstrations.

Audience: Participation is limited to Chairman of the Board, Vice-Chairman, President or equivalent, of organizations with minimum annual revenues of \$200 million and a minimum 303X, or equivalent, installed or on order.

The COO class provides a unique educational offering to provide the top executive with a comprehensive perspective on the significant issues associated with the proper direction of information systems.

The course is offered twice a year at the San Jose Education Center.

Course Topics: Presentations will include:

Management Challenges in Data Processing ... Processors and Languages ... Storage Systems and System Control Programs ... Management Decision Simulation ... Information Systems Perspective ... Data Base Concepts ... Data Communications ... Distributed Processing ... Presentation Graphics ... Information Systems Demonstration ... Information Systems Planning ... Managing Information Systems Development ... Information Systems Organization and Personnel ... Future Directions

Note: Attendance at this seminar is by invitation only. Applications must be made by the Marketing Representative to the San Jose Customer Executive Education Program for enrollment consideration.

Computer Aided Graphic Applications For Executives [Y7500]

Classroom: Two days **Tuition:** None

Course Abstract: This class will explore application areas that can be developed and/or enhanced by the use of graphics technology. Topics have been selected that will help the executive to understand the productivity gains and decision-making capabilities inherent in graphics. The broad range of IBM product and program offerings will be discussed, permitting the executive to assess applicability to his organization. Demonstrations will be used throughout the course to reinforce the practical application of graphics concepts and technology. Attendance at this course will enable the executive to identify those areas in his organization that can use graphics profitably.

Audience: Company executives (directors and above) with responsibility for the profitable use of graphics technology in their organizations.

Course Topics: Graphics Overview ... Graphical Data Display Manager... Presentation Graphics ... Interactive Chart Preparation ... Executive Presentation System ... 3277 Graphics Attachment Functions ... Presentation Graphics Preparation Techniques

Data Processing Executive Institute - (Intermediate) [X9603]

Classroom: Five days **Tuition:** None

Course Abstract: Through lecture and discussion, this course develops the needs and requirements of today's changing data processing environment and explains how System/370 and the Advanced Function products address those requirements for the intermediate to emerging large systems. The format is that of a mainline curriculum and elective topics that allows the executive to gain a better understanding of system offerings available, and to explore other topics in great depth. Particular emphasis is placed on productivity enhancements in the areas of interactive computing, data base/data communication, information center and application development.

Audience: Data processing executives with an interest in improving their understanding of System/370 and the Advanced Function products. The IBM marketing representative attends with the executive.

Course Topics: System Trends ... System Control Programs (DOS/VSE - Advanced Function, VS1 and VM/370) ... Data Base/Data Communication (DL/I - CICS - IMS) ... Systems Network Architecture (SNA) ... Distributed Data Processing ... Information Center ... Interactive Computing ... Application Development ... Systems Management

Data Processing Executive Institute - (Large) [REX49]

Classroom: Five days **Tuition:** None

Course Abstract: Through lecture and discussion, a comprehensive overview of advanced function products and their interrelationships in a large complex systems environment is conducted. The format is that of a mainline sessions and elective topics that allows the executive to gain a better understanding of all large system offerings available, while allowing exploration of selected areas in greater depth. Where appropriate, performance and installation considerations are covered.

Audience: Data processing executive with an interest in improving their understanding of products in the Sys-